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MONTANA



Volume 10 Number 4

P.O. Box 1728 Helena, MT 59624 (406) 444-2741

MCIS and SOICC Merge Programs

On September 10, 1993, the State Occupational Information Coordinating Committee (SOICC) formally approved the merger of the SOICC and the Montana Career Information System (MCIS). Anne Wolfinger, MCIS director, was appointed SOICC/MCIS director, filling the vacancy left by Robert Arnold who retired in June after 13 years as SOICC director.

The address for both programs is:

SOICC/MCIS
Department of Labor and Industry
P.O. Box 1728
Helena, MT 59624
(406) 444-2741 (SOICC)
(406) 444-0303 (MCIS)
(406) 444-2638 (FAX)

SOICC/MCIS staff are:

- Anne Wolfinger, Director
- Eric Johnson, Database Technician
- Scott Lockwood, Information Analyst/Delivery System Specialist
- (Vacant), User Services Coordinator

The program merger follows the intent of the Carl D. Perkins Vocational and Applied Technology Education Act of 1990 which requires each state to establish a SOICC for the purposes of implementing an occupational information system for program planners and a career information delivery system for student and adult career seekers.

Career Development Portfolio Project

The Montana SOICC is pleased to announce Polson School District has been selected as one of the eight demonstration sites in the country for Career Development Portfolio project. Sherry Jones, counselor at Polson High School and former state guidance specialist, is the project coordinator. The Career Development Portfolio project is a new career development initiative of the National Occupational Information Coordinating Committee.

The portfolio consists of a personalized, sequential career planning journal that is designed to guide students through the career development

FALL 1993 ISSUE

| | |
|---|---|
| Career Development Portfolio Project (Cont) | 2 |
| "Career Counseling for Change" | 2 |
| Top Twenty..... | 3 |
| Micro-OIS Redesign..... | 3 |
| One Advantage | 3 |

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process and to help them relate their education to career interests and aptitudes as they progress through school and beyond.

The student career planning activities are provided in folder format. The materials also include a computer software program designed to be user-friendly and appealing to students. The portfolio features processes for developing, storing and retrieving information.

The process begins with middle school readiness activities near the student's completion of the elementary grade levels. It continues into high school with an individual career plan to include workplace readiness activities, and beyond K-12 education with a marketing plan or resume. Its purpose is to illustrate the integration of work-based learning skills with academics to aid in employment and/or higheeducation and training.

"What we're finding," said Sherry, "is that it's helping us identify career development activities we're already doing. The portfolio then becomes a measure of accountability since it documents and connects these activities."

The portfolio materials link NOICC's National Career Development Guidelines with the major components of comprehensive developmental school counseling programs. The Guidelines, which involve a comprehensive, competency-based approach, represent a nationwide effort to foster career development as a lifelong process.

For more information about the Career Development Portfolio Project call SOICC/MCIS (444-2741) or Sherry Jones at Polson High School (883-6315).

"Career Counseling for Change" Teleconference

Helping Students Transition from School to Work

Tech Prep, Youth Apprenticeship, Applied Academics ... Buzz words of educational reform which will be addressed in a hands-on, interactive national training event in the Spring of 1994.

A two-hour teleconference will be held on Thursday, March 10, 1994. The teleconference recognizes the crucial role counselors play in student development and career planning and is designed to provide a means for counselors and others from around the country to talk to each other and a panel of national experts and practitioners.

The teleconference will broadcast video segments featuring interviews with counselors, teachers, parents, and students, and footage of innovative career development activities. In addition, the teleconference will provide the opportunity for live call-in questions via a toll free number.

The teleconference is being presented by the Career Development Training Institute. The CDTI is a national consortium of three universities charged with providing training to providers of career development services. The consortium is funded by the National Occupational Information Coordinating Committee.

Persons interested in attending the session and locations interested in being a downlink site should contact the SOICC/MCIS Office at 444-2741.

Happy Holidays

from the staff of the SOICC & MCIS



Montana CIS News

November 1993

**Montana Career
Information System**
P.O. Box 1728
Helena, MT 59624
(406) 444-0303

Computer-Friendly Workshops Held

MCIS took to the highways this fall to train new and experienced Micro-CIS users throughout Montana. Over 80 counselors from high schools, colleges, adult education, Job Service, and human resource councils participated in 11 training workshops which were held in Butte, Helena, Missoula, Kalispell, Shelby, Great Falls, Havre, Glasgow, Plentywood, Glendive and Billings.

Attendance at each workshop was limited to allow trainers to provide a high level of individualized training. Workshop participants universally expressed enthusiasm for the "hands on" computer training. This year the training effort focused on using the Micro-CIS software. Participants mentioned that they particularly enjoyed the School Sort exercise "Where in the World is Anne Wolfinger?" and the "real world" case study where they put their new skills to practice.

The results were best in those sites where we were able to have a computer for each participant (eg., Flathead Valley Community College, Missoula Adult Education, Plentywood High School, Shelby High School, Butte Technical Center and the Higher Education Complex in Helena).

(Continued)

Career Trek Elementary Career Exploration Software Available

Career Trek is a new interactive career exploratory program and classroom kit designed specifically for elementary students. It is intended to introduce fourth, fifth, and sixth graders to the world of work.

The Career Trek kit consists of a sorting deck, Macintosh or IBM software, software technical manual and Teacher's Guide.

The sorting decks and the software each serve a different purpose: guided classroom activities or individual instruction. The decks consist of 120 occupational sorting cards which can be divided into smaller sections for group activities that emphasize cooperative learning and critical thinking. The Teacher's Guide provides activity instructions and camera-ready worksheets.

The Career Trek software offers individual instruction with on-line challenge activities for each of the 120 occupations. The software is easy to use and includes exciting graphics and sounds. The software is divided into two parts: the Sorting Machine and the World of Work. The Sorting Machine helps students generate lists of occupational titles according to occupational attributes such as "type of work." The World of Work section is arranged into 16 occupational cluster areas. Students choose a symbol representing each occupational cluster and can read about each cluster and each of the 120 occupations.

Together, both of these delivery systems complement and strengthen the learning process by broadening students' understanding of future career options and connect the outside world of work to classroom learning.

Career Trek can be used in any subject area. Career Trek can be used as an anticipatory set for any lesson and each activity is easily integrated as a complete lesson for each school subject. The Career Trek Teacher's Guide contains units of instruction ranging in focus from Self Concept, Interacting With Others, Expressing Feelings, Educational and Occupational Exploration, to School Subjects Used at Work and more. The result of using Career Trek in all subject areas helps students understand why school is important and how mastery of skills opens or closes doors to future career opportunities.

(Continued)

Career Trek - Continued

Career Trek is written at the 5th grade reading level and is applicable as a career awareness tool to a wide range of students, such as elementary students (4th-6th), special education students, and junior high school students. In addition, lessons can easily be adapted and used effectively with at-risk youth, English as a second language students, gifted and talented students, and adults working on literacy.

Workshops - Continued

Special Thanks to These Workshop Hosts...

Mike Joyce, Billings Adult
Education

Trish Matteson, Dawson Community
College

Lisa Tryan, Plentywood High School
Charlene Herron, Flathead Valley
Community College

Reggie Windhaam, Missoula Adult
Education

Dave Madison, Shelby High School

MCIS Books Coming in November

If you haven't already done so, now is the time to order your 1993 - 1994 MCIS reference books: Occupations, Programs of Study, and Schools.

Sites who cannot afford the Micro-CIS software find the MCIS books an invaluable source of career information. Sites with Micro-CIS (which contains all information provided by MCIS) sometimes order the publications as well to enable greater access to the information. The individual book price is \$105. The three-volume book set is \$275, a cost savings of \$40.

To order, give us a call at 444-0303 or send us a purchase order.

MCIS Revises, Reprints the Job Search Notebook

Many people are out there looking for a job right now. In the current tight job market, people need any edge they can get to land that job. Our Job Search Notebooks may be just the ticket people need to become successful job seekers.

The Job Search Notebook is designed to be an organizing tool for conducting a job search. It can help people conduct their job search in a systematic way. The pocket-sized notebook can be used to prepare for and then review interviews. There are check-offs for activities which need to be considered when searching for a job. There is also space for record-keeping and notes.

The notebook gives plenty of hints about the process of finding a job, and plenty of encouragement. The introduction, Preparing for Success, states:

A job search is a full time effort. It takes getting yourself organized, spending a lot of time and effort, keeping a positive outlook, and making decisions. Keep in mind you are not asking for a favor; you are promoting a productive worker. You have abilities that an employer can use. You are marketing your skills, your ability to learn, and your willingness to help a company succeed.

The notebook covers twelve steps of conducting a job search, including: finding job leads, collecting useful job search items, recording personal data, checking out the employer, making a good impression, interviewing, answering employers' questions, dealing with rejection, and more.

Job Search Notebooks are available from MCIS for \$31.25 for a bundle of 25 (\$1.25 each). If you order 200 or more, the notebooks are \$1.00 each.

Welcome

New Micro-CIS Sites:

Columbus High School
Conrad High School
Grass Range High School
Hobson School
Huntley Project High School
Polson High School
Powder River Co. Dist. High School
Shepherd High School
Blackfeet Community College
Educational Opportunity Center
Harlem High School
Lincoln County High School
Livingston Job Service
Northwest Montana Human Resources

Top Twenty

The Office of Personnel Management has released a list of the twenty occupations for which the largest number of college graduates were hired by the Federal Government (Fiscal Year 1992). If you're not sure what to do with that college degree, or what type of degree to work towards, take a close look at the following:

| | |
|---------------------------------|------|
| Computer Specialists | 1140 |
| General Attorneys | 917 |
| Nurses | 901 |
| Misc Administrators & Analysts | 805 |
| Financial Institution Examiners | 797 |
| Medical Officers | 674 |
| Auditors | 603 |
| Electronics Engineers | 566 |
| Civil Engineers | 558 |
| Criminal Investigators | 538 |
| General Engineers | 486 |
| Accountants | 443 |
| General Educators & Trainers | 438 |
| Management & Program Analysts | 382 |
| Contracting Specialists | 369 |
| Social Scientists | 344 |
| Medical Technologists | 291 |
| Social Workers | 290 |
| General Biological Scientists | 290 |
| Chemists | 282 |

Source: Occupational Outlook Quarterly/Summer 1993

Micro-OIS Redesign

The National Occupational Information Coordinating Committee (NOICC) has made one of its major initiatives the redesign of the Micro-Occupational Information System software. This redesign is expected to meet the needs of a variety of users, including vocational and technical educators, and employment and training administrators and planners. The changes envisioned by NOICC are significant.

The Montana SOICC office has had a chance to work with a prototype of the new software. This software was written using Foxpro 2.5; however, it is designed to operate as a "stand alone" program, meaning users will not need special software or Foxpro software to run the program. The software will take up approximately 3 megabytes of space on a hard disk.

Another review is planned in November after the receipt of comments and suggestions from users of the prototype software. A final version should be available in 18 to 24 months.

One Advantage to Being a Woman in the Workplace

A lot has been said about the disadvantages of being a woman in today's workplace. Most of us have heard about the "glass ceiling," lower wages for the same work, and that women are more likely than men to be sexually harassed.

Interestingly, data from the Bureau of Labor Statistics has shown where being a woman can be an advantage. In three of the five downturns (recessions) which happened since 1969, the number of working women *rose* while male employment fell.

The reason behind the data is that men dominate industries like construction that are easy affected by economic cycles. Women dominate the more stable service and government sectors of the workplace.

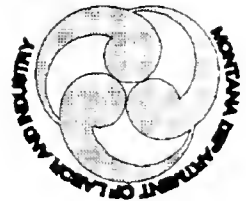
As reported in the Fall 1992 issue of the SOICC News, women in Montana are increasing their participation in the Montana job market, and most of them are finding jobs in the service-producing industries. They also had a lower unemployment rate than men, and remained unemployed for shorter periods.

On the bad side, the most recent downturn affected men and women as industries such as retail sales and finance suffered major declines.

Source: U.S. News and World Report, August 16, 1993 ; U.S. Department of Labor; Montana Department of Labor and Industry

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Montana SOICC
P.O. Box 1728
Helena, MT 59624



Eric Johnson, Editor
Montana SOICC News
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Anne Wolfinger
Program Officer
Montana SOICC

If you would like to contribute to this newsletter, write to the Montana SOICC at P.O. Box 1728, Helena, MT 59624. The Montana SOICC reserves the right to edit all information submitted.

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